



Natural Resources Conservation Service  
6013 Lakeside Blvd.  
Indianapolis, IN 46278

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June 3, 2004

INDIANA BULLETIN NO. IN 300-4-3

SUBJECT: LTP – ProTracts/FFIS Interface Pilot – Wildlife Habitat Incentives Program (WHIP)

Purpose: To provide the field offices with information on entering 2003 WHIP applications into ProTracts

Expiration Date: June 30, 2004

**Action Due by: June 18, 2004**

In January 2004, Chief Knight issued a directive requiring that fiscal year (FY) 2004 WHIP landowner agreements are to be entered into ProTracts. ProTracts will be interfaced with the financial management system, FFIS, and activated July 1, 2004, and WHIP payments will be made through the interface.

Since there will only be a few payments made on FY 2004 WHIP agreements this fiscal year, a decision was made to have FY 2003 WHIP agreements entered into ProTracts to test and evaluate the ProTracts/FFIS interface payment process. In April 2003, nine States were selected to be part of a pilot effort to test the ProTracts/FFIS interface with FY 2003 WHIP agreements. Indiana is one of those states.

Therefore, all FY 2003 WHIP agreements will need to be entered into ProTracts by June 18, 2004. A list of the 2003 WHIP agreements is attached. All of the 2003 WHIP agreements should already be in Toolkit. You will need to upload the agreements into ProTracts. For those agreements that have measures installed, upload the agreement into ProTracts and then delete the completed measures from ProTracts. You will also need to upload the 2003 WHIP cost list. This list is also attached to this bulletin.

If you have any questions, please contact John Poenisch at Ext. 357 or Dwayne Howard at Ext. 386.

/s/ Xavier Montoya (acting for)

JANE E. HARDISTY  
State Conservationist

Attachments

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